**Appendix 4 - Equality Impact Assessment Form**

Equality Impact Assessment (EIA) is a systematic and evidence-based process which verifies that the University’s policies and practices are non-discriminatory, and are fair and inclusive in meeting the legitimate needs of the diverse groups that make up the SETU community. The key purpose of the Form and Guidelines are to help identify any Equality, Diversity and Inclusion (EDI) impact (positive or negative) associated with new or updated policies, along with any potential discrimination or gaps in policy development. It helps to ensure that SETU Policies are non-discriminatory and uphold the university’s public sector equality duty.

This form should be completed, in conjunction with the EIA Guidelines (available from the EDI Office), and submitted along with the proposed policy for approval to Governing Body as part of new policy development or major review of existing policy. The EDI office is available for support and to consult with on the possible EDI impacts of a propose policy and the operation of this form, and it is advisable to consult with the office prior to any proposed policy going to consultation.

Equality impacts should continue to be considered throughout the policy drafting process and the final Equality Impact Assessment Form should be submitted with the final policy for approval by Governing Body.

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| **Policy and Procedure Title** |  |
| **Effective Date** |  |
| **Version** |  |
| **Policy Owner** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1** | |  | | | | | |
| EIA Date: | |  | | | | | |
| Membership of Policy Development Group: | | | | | | |
| Scope of Policy: | | | | | | |
| Policy Development Phase: | | | |  |  | |
| * Proposed new policy | | | |  |  | |
| * Undertaking a review of an existing policy | | | |  |  | |
| * Other (please state): | | | |  |  | |
|  | | | | | | |
| Please identify any opportunity to promote Equality, Diversity and Inclusion in the University or any potential adverse impact that the development of this policy could have, on any of the equality grounds identified below. | | | | | | |
| **Opportunity to promote or embed EDI in the University through the Policy………….**  **Part 2**  **Please consider whether the review has identified that the policy could have an impact across any of the following equality grounds.** | | | | | | |
| **Equality Ground** | | | **Identified Potential Impact (if any)** | | | |
| Race | | |  | | | |
| Disability | | |  | | | |
| Gender (including gender identity) | | |  | | | |
| Age | | |  | | | |
| Sexual Orientation | | |  | | | |
| Religion | | |  | | | |
| Civil Status | | |  | | | |
| Family Status | | |  | | | |
| Membership of the Travelling Community | | |  | | | |
| Socio-economic Status | | |  | | | |
|  | | | | | | |
| **Part 3**  **Select one of the four outcomes below to indicate how the development/review of the policy will be progressed and state the rationale for the decision.** | | | | | | |
| **Outcome 1:** | No change required – the assessment is that the policy is/will be robust and/or | | |  | |  |
|  | promotes Equality, Diversity and Inclusion in the University. | | |  | |  |
| **Outcome 2:** | Adjust the policy – this involves taking steps to address any adverse impacts | | |  | |  |
|  | before the policy has been developed. | | |  | |  |
| *Outline these steps:* | | | | | | |
| **Outcome 3:** | Continue the policy while mitigating against any potential adverse impacts. | | |  | |  |
| *Outline how these adverse impacts can be mitigated against:* | | | | | | |
| **Outcome 4:** | Stop the policy or practice, as there are adverse effects which cannot be | | |  | |  |
|  | prevented or mitigated against. | | |  | |  |
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The form should be signed by the Policy Owner and submitted along with the Policy for approval/review:

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|  |
| Policy Owner |